

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a character reference on behalf of [Reseller's Name], who is seeking to further their business as a reseller.

Having known [Reseller's Name] for [duration of time], I can confidently say that they possess the qualities of trustworthiness, dedication, and integrity. [He/She/They] have consistently demonstrated a strong work ethic and a commitment to customer satisfaction, which I believe are essential traits for a successful reseller.

I would greatly appreciate it if you could provide a reference highlighting [Reseller's Name]'s character and abilities. Your support in this matter would mean a great deal to both of us.

Thank you for considering my request. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]